

AGENDA

PERSONNEL COMMITTEE

Agenda for the meeting to be held on Friday 26 October 2012 at 9.30am in the Sandbach Literary Institution.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in relation to any item on the agenda.

3. PERFORMANCE AND DEVELOPMENT

To receive the Town Clerk's recommendations for the award of annual increments effective 1 April 2013.

- Operations Manager
- Town Centre Manager
- Senior Administrative Officer
- Administrative Assistant/Receptionist

4. SENIOR ADMINISTRATIVE OFFICER – GRADING REVIEW

[Report attached]

To receive the report and to approve the recommended grading as part of the on-going role evaluation.

5. OPERATIONAL STAFFING REPORT

Verbal Progress Report

6. FIRST AID AWARD

[Unison Bulletin attached]

To approve a nominal payment of £2.47 per week to appointed First Aider/s, in line with Unison recognised allowances.

7. PERSONNEL DATABASE

[Database attached]

To note the database

8. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Personnel Committee will be held on Wednesday 5 December 2012 at 10.00am.

EXCLUSION OF PUBLIC AND PRESS

Due to the personal nature of items to be discussed, members of the public and press will not be admitted to the meeting under the 'Public Bodies Admissions to Meetings Act 1960'.